

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2008**

**POSITION TITLE: BUDGET ANALYST**

**GENERAL DESCRIPTION OF DUTIES**

Under general and executive supervision, the purpose of the position is to use common procedures and practices, regulations, and organizational policies to assist in development and implementation of the City's budget. Employees in this classification perform complex, statistical work. Position is responsible for gathering, extracting, reviewing, verifying, and consolidating a variety of narrative and statistical data. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Reviews and verifies budget data for consistency with financial and program objectives.

Assists in the facilitation of and participates in the preparation and control of annual budgets by compiling and analyzing financial data; coordinating the preparation of narratives; preparing cost information; preparing budget related documents and charts; and preparing budget reports, plans and projects.

Assists the Budget Officer with identification of budgeted problems, processes, and procedures.

Assists the Budget Officer with development of advertisements and proper forms required by Statute for public hearings and adoption of final budget by City Commission.

Assists departments in preparing budget requests and justifications; formulates and revises budget estimates; and validates justifications through comparisons with operating reports.

Performs monthly budget variance analysis. Researches and prepares reports for management review concerning revenues and expenditures.

Forecasts funding needs for operating programs with varying annual requirements for goods, services, equipment, and personnel.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude the City from assigning duties not listed herein if such functions are a logical assignment to the position.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers telephones and assists utility customers.

Operates a variety of equipment such as computers, calculators, copiers, and facsimile machines.

Performs related duties as directed.

## BUDGET ANALYST

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in Accounting, Business Administration or closely related field; or a minimum of 60 credits towards a Bachelor's degree with at least 24 credits in Accounting, Finance or Business Administration; supplemented by one (1) year previous experience and/or training involving governmental budgeting; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Valid State of Florida Driver's License

Proficient in the use of Microsoft Office Software applications

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

## BUDGET ANALYST

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **DEPARTMENTAL USE ONLY**

Classification: Managerial

Grade: 49

Salary Range: \$52,900 - \$76,666

Date Approved: 1/28/08